

May-June Continuing Education Newsletter

FREE Logins to Learn Microsoft Products, & More

The Southwest Florida Library Network (SWFLN), on your behalf, has contracted with Element K to provide self-paced on-demand (your choice of what and when) software program training (like Training Options offerings only MORE) . Learn at home or work. **Ask SWFLN for a PASSWORD! 13 PASSWORDS** are available to you **FREE** until September 30, 2010. Please contact the SWFLN office by phone (239-745-3720) or email (lcastro@fgcu.edu) or (snelson@fgcu.edu) for your Free Password!

May - June Continuing Education Workshops

<u>Workshop</u>	<u>Date</u>	<u>Time</u>
MAY Workshops		
Library Mashups: Exploring new ways to deliver library data	5-8-10	9-4
Using the Heritage Quest Databases (Genealogy)	5-11-10	9-12
Time Management Tips & Tricks	5-11-10	1-4
Paraprofessional Day	5-12-10	8-3:30
Adobe Photoshop—Skill Level 2	5-13-10	9-4
Copyright Law & Libraries (ONLINE)	5-19-10	3-4:30
Lyrasis Management 101—Leadership	5-20-10	9-4
Emerging Technologies: What's Coming Up?	5-29-10	9-4
JUNE Workshops		
Adobe Dreamweaver—Skill Level 1	6-3-10	9-4
Microsoft Publisher	6-10-10	9-4
Growing Your Library Business by Cultivating Loyal Customers	6-15-10	9-12
Telephone and Email Etiquette	6-15-10	1:30 - 4
Lyrasis Management 101—Human Resources	6-17-10	9-4
Fundamentals of Book Repair	6-23&24-10	8:15-5

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Paraprofessional Day is fast approaching. If you are interested in participating in this fun and informative day, please check with your supervisor and then click on the link above to register for this event. Breakfast and lunch will be served. This event is SWFLN's way of saying Thank You for your continued dedication to the success of libraries!



SWFLN Phone: (239) 745-3720 Toll-Free: 1 (877) 793-5699
 Fax: (239) 745-3724 Website: www.swfln.org
 Address: Southwest Florida Library Network
 Florida Gulf Coast University
 10501 FGCU Boulevard South, Library 209 West
 Fort Myers, Florida 33965-6501

Questions or comments, email at snelson@fgcu or call 239-745-3722

Library Mashups: Exploring new ways to deliver library data

Nicole C. Engard, editor of "Library Mashups: Exploring new ways to deliver library data" (<http://mashups.web2learning.net>), will explain what mashups are, how they can be used and share examples from libraries around the world.

In the first half of this workshop, attendees will learn about some of the tools they can use to mash up library data with content from the web to reach more patrons. Examples include using maps to enhance library data, using Flickr for digital collections and creating library websites with data from several information sources.

After learning the basics and seeing examples from other libraries around the world, attendees will have a chance to create a website with WordPress pulling data from several sources on the web.

After attending this talk, librarians will be able to:

- Define what a mashup is and identify mashups on library sites and the web.

- Find tools and APIs to gather data for their own library sites
- Pull data from other sites into a WordPress website

About the presenter

Nicole C. Engard is the Open Source Evangelist at LibLime. Nicole has been published in several library journals and keeps the library community up to date on web technologies via her website "What I Learned Today..." (www.web2learning.net). In 2007, Nicole was named one of Library Journal's Movers & Shakers and in 2009 she was the editor of "Library Mashups," a book published by Information Today, Inc.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday May 6, 2010**

Time: 9:00 AM to 4:00 PM

Place: South County Regional Library

Using the HeritageQuest® Databases (Genealogy)

This half-day workshop explores HeritageQuest® Online databases by ProQuest which undoubtedly contain some of the richest American genealogical materials. Libraries subscribe to the databases, and most provide remote access to library cardholders from outside the library.

This seminar will help you unlock the power and content of each of these databases. You will learn how to move through the collection of documents, read and understand the source citations, zoom in and out of each document, and to reverse polarity of digitized images for maximum clarity and printability. You will also learn how to use the Notebook facility to mark documents and images of interest throughout your online research session, and then return to view the citations or actual materials, print them, download them, or e-mail them to yourself for later access Use templates to automate document creation.

Who should attend?

Anyone interested in helping their patrons with genealogy.

About the presenter

George G. Morgan is the president of Aha! Seminars, Inc., an outspoken advocate for libraries and librarians' issues, and a self-described "rabid genealogist." He is an internationally recognized genealogy expert who presents at local, state, national, and international genealogical conferences.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Tuesday May 11, 2010**

Time: 9:00 AM to 12:00 PM

Place: South County Regional Library

Time Management Tips and Tricks

Are there not enough hours in your day? Are there things you never seem to get to? Do you find yourself handling the same piece of paper multiple times? Well, it's time you got organized! This half-day workshop will help you identify and assess problem areas you need to address to streamline your use of time. It teaches you some techniques you can apply to everyday situations to make the most of your time and to organize your environment. It will make you more efficient, both on the

job and in your personal life.

The presenter

George G. Morgan

To register, click on the link above.

Date: **Tuesday May 11, 2010**

Time: 1:00 PM to 4:00 PM

Place: South County Regional Library

Paraprofessional Day

This day is for all our wonderful paraprofessionals to experience a day of learning. Each attendee will choose what they wish to know more about such as creating a blog, using Prezi to create a presentation, time management tips, getting along with others, weeding library collections, show & tell of e-readers, an author visit, keeping yourself safe, internet safety, e/i books, crafty ideas accompanying books for children and teens, and much more! If you have not received an agenda, please contact SWFLN for an electronic copy.

This day is also for saying thank you to all

paraprofessionals for their daily dedication to the work of libraries.

Who should attend?

Anyone who is in the role of a paraprofessional.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Wednesday May 12, 2010**

Time: 8:00 AM to 3:30 PM

Place: Hilton Garden Inn, Fort Myers

Adobe Photoshop Skill Building Level #2

Adobe Photoshop is part of the suite of software products from Adobe. This is the second level to continue towards building your Adobe software skill sets and master the use of this powerful image creation and editing program.

Who should attend?

Anyone who has taken Adobe Photoshop Level 1 (preferred but not absolutely necessary) or has an interest in image creation and editing.

The presenter

A Training Options instructor will provide the workshop.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday May 13, 2010**

Time: 9:00 AM to 4:00 PM

Place: Training Options

Copyright Law and Libraries. (ONLINE Webinar)

This workshop will provide an introduction to copyright law, including the history and definition of public domain and fair use, with specific focus on the library environment. This session will also include an in-depth investigation of library provisions within the law, addressing the reproduction of copyrighted works for document delivery, interlibrary loan, preservation and replacement, and library challenges in a digital environment.

Sandy Nelson will send the list of registrants' emails to the company on Monday afternoon, May 17, 2010. They will send each person directions to register a second time and receive the login information to access the webinar.

Who should attend?

Anyone interested in copyright as it pertains to libraries in their day-to-day operations and in dealing with patrons.

The presenter

Dru Zuretti
Copyright Education Manager.
Copyright Clearance Center

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Wednesday May 19, 2010**

Time: 3:00 PM to 4:30 PM

Copyright Law and Libraries. (ONLINE Webinar)

Microsoft Publisher is a software program used to create publications—newsletters, banners, business cards, brochures, etc. Upon class completion you will be able to create a one-page publication, modify layout and structure, edit content and format, format pictures, and identify distribution options.

Who should attend?

Anyone who needs to create in-house publications for newsletters, invitations, business cards, brochures, etc.

The presenter

This workshop is presented by a certified trainer from Training Options.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday June 10, 2010**

Time: 9:00 AM to 4:00 PM

Place: Training Options

Lyrasis Management 101: Leadership #3

The Management 101 Track is a series of five courses designed as a unit to give a comprehensive overview of what is required in managing a library. No matter what the size or type of institution, all libraries have to grapple with the same administrative issues. Management 101 will help attendees learn how to deal with those issues.

How do leadership and management differ? This class examines leadership and leadership styles, the uses of power, leadership theory and real-life applications. It also covers the "politics" of libraries and the importance of good communication skills and customer

service.

Who should attend?

New managers, administrators or anyone needing a refresher.

The presenter

Jenny Liberatore from Lyrasis

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday May 20, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: South County Regional Library

Emerging Technologies: What's Coming Up?

Investigate some new and emerging technologies, from e-books to google applications and leverage these technologies to save time, money and maybe even improve service.

Who should attend?

Anyone interested in emerging technologies.

The presenter

Gina Clifford

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday May 27, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: South County Regional Library

Adobe Dreamweaver Skill Building Series #1

Adobe Dreamweaver is one of the most popular **web site development** applications today.

Level 1: You will learn how to design and build attractive and upload an engaging web site using Adobe Dreamweaver.

Upon successful completion of this course, students will be able to:

- a) explore and customize the Adobe Dreamweaver interface.
- b) build a website.
- c) work with web pages.
- d) work with reusable site assets.
- e) work with different types of links.
- f) upload a website.

Who should attend?

This level is intended for novice web designers who would like to make information available on the internet.

The presenter

A Training Options instructor will provide the workshop.

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Date: **Thursday June 3, 2010**
 Time: 9:00 AM to 4:00 PM
 Place: Training Options

Growing Your Library Business by Cultivating Loyal Customers

This Customer-Centered program is recommended for any staff member who interacts with customers (patrons) on a regular basis. It deals specifically with Attitudes, Behaviors and Connections that help promote customer loyalty and greater library usage. It is an extremely interactive workshop, presented in a manner that makes the session an enjoyable and valuable learning experience. The impact of the program will be reflected in improved employee job satisfaction and greater effectiveness with customers and coworkers.

Who should attend?

Anyone interested in improving customer/patron service.

The presenter

Steve Wishnack from Think & Do

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/

Date: **Tuesday June 15, 2010**
 Time: 9:00 AM to 12:00 PM
 Place: Edison State College—Fort Myers Rush Library, Room J204

Telephone and Email Etiquette

The telephone and electronic mail are two of the most common ways people communicate, and email is rapidly becoming the preferred means of business communication everywhere. Learning how to be most effective on the telephone and with email is vital for all library employees. This interactive session offers specific tips and suggestions for improving telephone skills and email techniques with both internal & external customers.

Who should attend?

Anyone interested in improving

communication with patrons through email or the telephone.

The presenter

Steve Wishnack from Think & Do

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Tuesday June 15, 2010**

Time: 1:30 PM to 4:00 PM

Place: Edison State College—Fort Myers
Rush Library, Room J204

Lyrasis Management 101: Human Resources #4

The Management 101 Track is a series of five courses designed as a unit to give a comprehensive overview of what is required in managing a library. No matter what the size or type of institution, all libraries have to grapple with the same administrative issues. Management 101 will help attendees learn how to deal with those issues.

Your library's staff can be its greatest asset, or a barrier to effectiveness. In this two-hour class we will go beyond the knowledge of how not to get sued, and approach and explore principles of staff recruitment, retention and development.

Who should attend?

New managers, administrators or anyone needing a refresher.

The presenter

David Greenebaum from Lyrasis

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

Date: **Thursday June 17, 2010**

Time: 9:00 AM to 4:00 PM

Place: FL Gulf Coast University Library
Room 224

Fundamentals of Book Repair

Wear and tear on books is inevitable, and most libraries perform minor repairs on their damaged materials. Done properly, book repair is an effective preservation strategy that can extend the useful life of a collection and reduce replacement and binding costs.

This focuses on techniques that do not require expensive equipment and supplies, and can be performed successfully after a short training period. The class does NOT teach techniques for repairing materials that are special, rare, or archival. The following procedures are taught in small-groups through demonstrations and practice:

- Tightening hinges when text blocks are pulling away from the cover
- Replacing torn endsheets
- Replacing torn or damaged spines
- Mending paper

Lectures and discussion address preservation principles, treatment decision-making, and organizing and equipping a repair unit. Included with the registration fee is a book repair kit containing a variety of tools,

samples of paper, cloth and adhesives provided by support from the National Endowment for the Humanities.

Who should attend?

Designed for staff members who actually perform book repair in libraries, but also useful for those who supervise repair units. No prior preservation training will be presumed.

The presenter

Jessica Leming from Lyrasis.

To register, click on Visit the CE Calendar after clicking on this link www.swfln.org/calendar.html

BRING WITH YOU—a measuring cup w/oz. markings, full set of measuring spoons, a fork or very small whisk, small rubber spatula, No. 2 pencils, sharp scissors, bib-type apron and comfortable shoes.

Date: **Wednesday & Thursday**

June 23 & 24, 2010

Time: 8:15 AM to 5:00 PM

Place: Allen Park Elementary—Ft. Myers